



**JOB TITLE:** Project Manager  
**FLSA:** EXEMPT  
**REVISION DATE:** October 2024  
**DIVISION:** Environmental  
**REPORTS TO:** Environmental Department Manager  
**COMPENSATION:** \$58,008 - \$104,239.00 D.O.E.

---

*CGRS was founded in 1987 in Fort Collins, Colorado. CGRS personnel have experience in over forty states, and we are currently working on a multitude of environmental investigation, remediation, and leak detection projects for a variety of private companies and governmental agencies. CGRS is a team-oriented company with a culture best summarized by our mission statement: “We deliver quality solutions with integrity and expertise every time.”*

*At CGRS, we are committed to serving the ever-changing needs of our customers. We believe that our greatest asset is our employees, and we enable our employees to provide our clients with a valuable customer experience. CGRS offers health, dental and vision insurance, competitive wages, 401(k), paid vacation, sick time, and strongly believes in work/life balance.*

#### **POSITION SUMMARY:**

Evaluates, selects, and applies standardized environmental project management procedures and techniques to assignments involving sampling various media (soil, groundwater, air, etc.), drilling oversight for project/site characterizations, and implementing various remedial technologies. Supervise ongoing water quality monitoring and remedial efforts, manage all aspects of underground and above ground storage tank removal. Inputs data, prepares reports and maintains project files and budgets. Monitors the work of others and redirects efforts to achieve task/project objectives. Exercises frequent independent judgment within agreed-upon limits and manages day-to-day operational aspects of assigned projects. Reviews deliverables prepared by team before passing to client. Effectively applies our methodology and enforces project standards. Prepares for engagement reviews and quality assurance procedures. Minimizes our exposure and risk on projects.

#### **PRINCIPAL ACCOUNTABILITIES:**

- Develops site-specific project proposals.
- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Coordinates staff to direct subcontractors, drillers, and state representatives to approve work plans.
- Identifies resources needed and assigns individual responsibilities.
- Coordinates work with staff and field technicians.
- Manages project budget. Analyzes project profitability, revenue, margins, bill rates and utilization.



- Determines appropriate revenue recognitions, ensures timely and accurate invoicing and monitors receivables for project. Follows up with clients, when necessary, regarding unpaid invoices.
- Be able to communicate with clients and staff verbally and in writing. Methods include personal contact, telephone, email and business correspondence.
- Follow up with clients or state regulatory agencies.
- Understand pricing model and billing procedures.
- Assures project legal documents are complete and signed by Director.
- Ensures project documents are complete, current and stored appropriately.
- Manages data and submits in report form.
- Identifies business development and “add-on” sales opportunities as they relate to a specific project.
- Leads proposal efforts including completing project scoping and assessments.
- General understanding in the areas of application programming, database and system design.
- Facilitates team and client meetings effectively.
- Effectively communicates relevant project information to superiors.
- Delivers engaging, informative, well-organized presentations.
- Sets and manages client expectations.
- Develop lasting relationships with client personnel that fosters client ties.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.

## **JOB REQUIREMENTS:**

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

EDUCATION: Bachelor’s degree in engineering, geology or environmental science or equivalent areas of study.

EXPERIENCE: Five (5) or more years of experience in a related position based on education and skill sets. 40-hour OSHA training a plus.

SKILLS: Technical writing skills and basic data management experience necessary. Knowledge of federal (CERCLA and RCRA) and state (Colorado OPS and CDPHE) environmental regulations, especially as they relate to the investigation and clean-up of petroleum hydrocarbon releases. Must possess a thorough knowledge of various soil and groundwater remedial technologies, including design, installation, operation and maintenance, as they relate to contaminant recovery. Must be very organized and willing to work independently. Be professional and have good people skills when working with co-workers, clients and other officials. Attention to detail required. Must be willing to manage an ever-changing workload; patience and flexibility are important. HAZWOPER certification and knowledge of OSHA and DOT regulations a plus.



*Project Manager 1:* An entry to intermediate project manager with the ability to manage basic to intermediate level projects. Includes continued development and training in basic proposals, complex projects, budget tracking/ invoicing, State/ Federal regulations, and technical skills associated with the respective discipline.

*Project Manager 2:* An established project manager demonstrating ability to manage multiple complex projects and/ or clients, prepare intermediate to complex proposals, independently execute detailed budget tracking/ invoicing, and demonstrate a high level of relevant technical proficiency. Demonstrates thorough knowledge of all applicable State and Federal regulations and the ability to train others on reporting, regulations and other applicable tasks.

*Project Manager 3:* A highly experienced project manager demonstrating ability to manage multiple complex projects and/ or clients, prepare intermediate to complex proposals, independently execute detailed budget tracking/invoicing, and demonstrate a high level of relevant technical proficiency. Demonstrates thorough knowledge of all applicable State and Federal Regulations and the ability to train others on reporting, regulations and other applicable tasks. Project managers at this level are specialists and lead proposal and technical work in fields where they have demonstrated proficiency.

**SUPERVISORY RESPONSIBILITIES:** May supervise office staff.

**EQUIPMENT USED:** Must be able to operate computers demonstrating high proficiency in MS 365 including MS Teams, Outlook, Word, and Excel. Database management experience a must. PowerPoint & Adobe at a basic level. Must be proficient in using office machines including fax machine, copier, scanner and telephone. Must be capable of calibrating and using basic field instrumentation, including PID's, water quality multi-parameters meters, interface probes and water level indicators.

**TYPICAL PHYSICAL DEMANDS:** Must have a valid Colorado Driver's license and required Colorado automobile insurance. Position requires regular vision and normal range of hearing. Employee must be able to lift 50 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Position involves driving, standing, bending, and heavy lifting 20% of the time.

**TYPICAL MENTAL DEMANDS:** Must be able to speak professionally and in a polite manner. Requires ability to adapt to change quickly with ever changing requests.



**WORKING CONDITIONS:** Travel up to 7-10 days a month may be required. Must be willing to carry out company goals and policies. Requires good MVR, background check, physical and drug test. Average work week is 45 hours. 85% minimum average chargeability based on a 45-hour work week is 38.25 hours on average. Training, business development and administrative duties account for the remaining time.

***We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law..***